

Create Billing Request

Use this procedure to create a billing request for a single sales order, on an ad hoc basis.

Trigger

Perform this procedure when costs or potential revenue incurred against a sales order require billing.

Prerequisites

- Sales Order
- Costs or potential revenue posted to WBS element

Menu Path

Use the following menu path to begin this transaction:

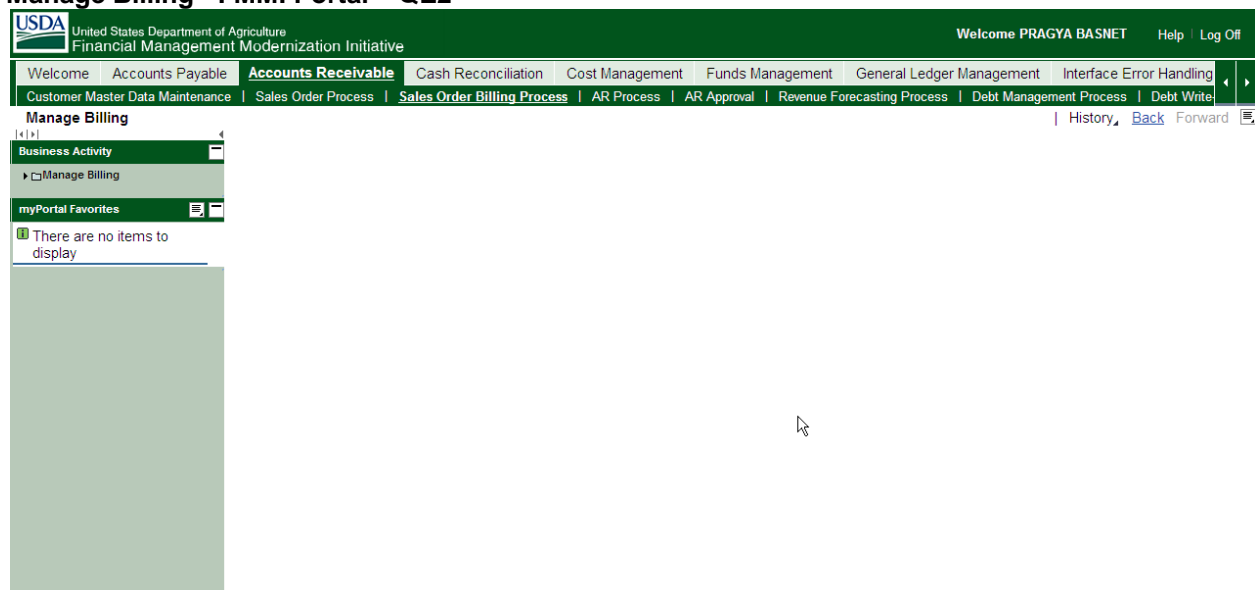
·Accounts Receivable > Sales Order Billing Process> Manage Billing > Create Billing Request

Note: Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

Procedure:

1. Start the transaction by accessing the **Accounts Receivable** tab
2. Click the **Sales Order Billing Process** tab **Sales Order Billing Process**

Manage Billing - FMMI Portal – QE2



3. Click the Manage Billing business activity link . **Manage Billing**
4. Click the Create Batch Billing task link . **Create Billing Request**

Create Billing - FMMI Portal – QE2

USDA United States Department of Agriculture Financial Management Modernization Initiative

Welcome PRAGYA BASNET Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cash Reconciliation Cost Management Funds Management General Ledger Management Interface Error Handling

Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write

Create Billing Request History Back Forward

Business Activity

- Manage Billing
 - Create Billing Request
 - Change Billing Request
 - Display Billing Request
 - Create Billing Document
 - Change Billing Document
 - Display Billing Document
 - Cancel Billing Document
 - Print Billing Document
 - Print Customer Account Statement
 - Run Billing Due List
 - Create Batch Billing
 - Run Background Processing
 - Review Billing Requests
 - Execute Collective Billing
 - Simulate Collective Resource Related Billing

myPortal Favorites

There are no items to display

Resource-Related Billing Request: Initial Screen

Menu Back Exit Cancel System Expenses Sales price Billing request

Sales and Distribution

Sales Document

Sales Document Item to

Pricing

Pricing date

Source

Posting date to 09/24/2012

☐ Process Open Items Only

SD Search Criteria

Purchase order no.

Sold-to party

WBS Element

Conduct Search

QE2 (500)

As required, complete/review the following fields:

Sales Document (Required Entry): Document representing a sales order document in FMMI.

Example:

3900000062

Sales Document Item (Optional Entry) from XX to XX: Number representing a specific line item on a sales order

Document in FMMI. FMMI assigns this number sequentially in multiples of 10 (example: Line 1 = 10, Line 2 = 20).

Example:

10 to 20

- Enter the Sales Document. Example 3900000062
- Enter the Sales Document Item 10 to 20
- Choose option process open items only

USDA United States Department of Agriculture Financial Management Modernization Initiative

Welcome PRAGYA BASNET Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cash Reconciliation Cost Management Funds Management General Ledger Management Interface Error Handling

Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write

Create Billing Request History Back Forward

Business Activity

- Manage Billing
 - Create Billing Request
 - Change Billing Request
 - Display Billing Request
 - Create Billing Document
 - Change Billing Document
 - Display Billing Document
 - Cancel Billing Document
 - Print Billing Document
 - Print Customer Account Statement
 - Run Billing Due List
 - Create Batch Billing
 - Run Background Processing
 - Review Billing Requests
 - Execute Collective Billing
 - Simulate Collective Resource Related Billing

myPortal Favorites

There are no items to display

Resource-Related Billing Request: Initial Screen

Menu Back Exit Cancel System Expenses Sales price Billing request

Sales and Distribution

Sales Document 3900000062

Sales Document Item 10 to 20

Pricing

Pricing date

Source

Posting date to 09/24/2012

☒ Process Open Items Only

SD Search Criteria

Purchase order no.

Sold-to party

WBS Element

Conduct Search

QE2 (500)

- Click the Expense button to execute the test and check for errors before posting.

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Kavitha AravaSubramanyam Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling INTR Interactive Form Interface

Customer Master Data Maintenance Customer Master Data Maintenance Sales Order Process Sales Order Process Sales Order Mass Upload Process Sales Order Billing Process Sales Order Billing

Create Billing Request History Back Forward

Business Activity

- Manage Billing
 - Create Billing Request
 - Change Billing Request
 - Display Billing Request
 - Create Billing Document
 - Change Billing Document
 - Display Billing Document
 - Cancel Billing Document
 - Print Billing Document
 - Print Customer Account Statement
 - Run Billing Due List
 - Create Batch Billing
 - Run Background Processing
 - Review Billing Requests
 - Execute Collective Billing
 - Simulate Collective Resource Related Billing

myPortal Favorites

There are no items to display

Billing request for resource-related billing document <new>: Expenses

Menu Save Back Exit Cancel System Showhide structure tree Sales price Billing request

Description	S. L.	Amt to be billed (Curre...)	Qty to be billed (UM)	% to ...	Netvalue (Curre...)
39000000062		0.00 USD	111.0 HR	100.00	6,541.28 USD
39000000062/10		0.00 USD	24.750 HR	100.00	1,458.54 USD
39000000062/20		0.00 USD	86.250 HR	100.00	5,082.74 USD

Amount Qty Percent

Entry Billing, postpone

Description	Original amount	Amt already billed	Open amount	Amt to be billed	Amount pos

OE2 (500)

9. Click on Billing Request. You will receive a pop up saying do you really want to create the billing request? Click on Yes to proceed .

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Kavitha AravaSubramanyam Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling INTR Interactive Form Interface

Customer Master Data Maintenance Customer Master Data Maintenance Sales Order Process Sales Order Process Sales Order Mass Upload Process Sales Order Billing Process Sales Order Billing

Create Billing Request History Back Forward

Business Activity

- Manage Billing
 - Create Billing Request
 - Change Billing Request
 - Display Billing Request
 - Create Billing Document
 - Change Billing Document
 - Display Billing Document
 - Cancel Billing Document
 - Print Billing Document
 - Print Customer Account Statement
 - Run Billing Due List
 - Create Batch Billing
 - Run Background Processing
 - Review Billing Requests
 - Execute Collective Billing
 - Simulate Collective Resource Related Billing

myPortal Favorites

There are no items to display

Billing request for resource-related billing document <new>: Expenses

Menu Save Back Exit Cancel System Showhide structure tree Sales price Billing request

Create billing request

Do you really want to create the billing request?

Yes No

OE2 (500)

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Kavitha AravaSubramanyam Help Log Off

[Welcome](#)
[Accounts Payable](#)
[Accounts Receivable](#)
[Cost Management](#)
[Funds Management](#)
[General Ledger Management](#)
[Interface Error Handling](#)
[INTR Interactive Form](#)
[Interface](#)

[Customer Master Data Maintenance](#)
[Customer Master Data Maintenance](#)
[Sales Order Process](#)
[Sales Order Process](#)
[Sales Order Mass Upload Process](#)
[Sales Order Billing Process](#)
[Sales Order Billing](#)

Create Billing Request History Back Forward

Business Activity

- Manage Billing
 - Create Billing Request
 - Change Billing Request
 - Display Billing Request
 - Create Billing Document
 - Change Billing Document
 - Display Billing Document
 - Cancel Billing Document
 - Print Billing Document
 - Print Customer Account Statement
 - Run Billing Due List
 - Create Batch Billing
 - Run Background Processing
 - Review Billing Requests
 - Execute Collective Billing
 - Simulate Collective Resource Related Billing

myPortal Favorites

There are no items to display

Change Debit Memo Request 70277460: Overview

Menu Save Back Exit Cancel System Display document flow Status overview Propose items Display sold-to party Header output preview Reject document

Debit Memo Request 70277460 Net value 6,541.28 USD

Sold-To Party 3207420 SAMUEL HOLMES INC / PLT 01525 P / BOSTON MA 02118-2801

Ship-To Party 3207420 SAMUEL HOLMES INC / PLT 01525 P / BOSTON MA 02118-2801

PO Number PO date

Sales Item overview Item detail Ordering party Procurement Reason for rejection

Billing Date 09/24/2012 Serv.rendered

Billing block Pricing date 06/01/2010

Item	Material	Target quantity	U.	Net value	Description	ItCa	RefDoc	RefIt	Product hierarchy	Mat
10	F10	2.5	HR	147.33	100619-114261638	L2W				
20	F10	3.5	HR	266.26	100717-114748769	L2W				
30	F10	2.0	HR	117.86	100619-114505294	L2W				
40	F10	2.0	HR	117.86	100703-114505216	L2W				
50	F10	3.250	HR	191.52	100731-114724089	L2W				

Debit Memo Request 70277460 has been saved

OE2 (500)

10. The procedure has been successfully completed. End of procedure.
View the confirmation message at the bottom of the screen, "Debit Memo Request XXXXXXXXXX has been saved." Example 70277460
Follow the instructions in the Create Billing Document online help procedure to create the Billing document and post the open recievable against the customer.